



Department of Administrative Services JOB ANNOUNCEMENT

ANNOUNCEMENT #:	201003
JOB TITLE:	Agency Procurement Officer
LOCATION:	200 Piedmont Avenue, West Tower; Atlanta, GA 30334
APPLICATION DEADLINE:	Friday, June 4, 2010
WHO MAY APPLY:	All Applicants
PAY GRADE	15
HIRING SALARY RANGE:	\$2,964 - \$4,077 per month (annual equivalent: \$35,569 - \$48,935) Salary commensurate with qualifications and experience

GENERAL DESCRIPTION:

The Department of Administrative Services (DOAS) is seeking an individual who enjoys the challenges of working in a fast-paced environment to join our team as the Agency Procurement Officer (APO). In this role you will administer the department's purchasing and contract matters and ensure that applicable state laws, rules and regulations are met with regards to purchases and contract monitoring.

Job Responsibilities:

- Negotiate, or renegotiate and administers contracts with vendors/suppliers according to established guidelines.
- Prepares and/or reviews and approves purchasing documents to ensure compliance with established rules and regulations.
- Use PeopleSoft procurement tools through the Team Georgia Marketplace to handle tasks pertaining on-line requisitions (eProcurement), P-Card reconciliation, and contract management.
- Researches and evaluates suppliers based on price, quality, selection, support and the supplier's reputation and history. Monitor levels of customer satisfaction provided by vendors to ensure services provided met agency needs.
- Establish and monitor all purchase order requests for the agency, and verifies cost center and chart of accounts for accuracy.
- Manages and coordinate Purchasing Card program for the agency. Monitor utilization of Department procurement card.
- Develops and conducts training classes related to the P-Card usage, and purchasing related matters for the agency.
- Conduct periodic internal audits of agency purchasing documents for compliance with rules, regulation, policies and procedures.
- Resolves purchasing and contract issues with vendors and provide necessary documentation to the appropriate personnel.

- Studies past purchases and projects to estimate future requirements and makes cost effective recommendations.
- Oversees the management of the agency assets using the PeopleSoft Asset Module. Prepares year-end activity reports relating to agency assets and leases.
- May supervise or serve as lead on agency projects.

Required Knowledge, Skills and Abilities:

- Strong oral and written communication and presentation skills; Strong interpersonal skills
- Excellent customer service skills
- Excellent analytical skills
- Experience using Microsoft office to include Word, Excel, PowerPoint and Outlook
- Strong knowledge of PeopleSoft Financials

MINIMUM ENTRY QUALIFICATIONS:

- Completion of a bachelor's degree from an accredited college or university AND one year of purchasing/procurement experience to include the monitoring or administration of contracts; **OR**
- Completion of an Associate's degree AND two years of purchasing/procurement experience to include the monitoring or administration of contracts; **OR**
- Three years of purchasing/procurement experience to include the monitoring or administration of contracts

PREFERRED QUALIFICATIONS: Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following items below. **PLEASE CLEARLY INDICATE YOUR KNOWLEDGE OF THESE QUALIFICATIONS ON YOUR RESUME.**

- Professional level procurement/sourcing experience
- Prior government procurement experience
- P-Card administration
- E-Procurement experience
- Experience with PeopleSoft Financials
- Certified Public Purchasing Officer (CPPO) or Certified Professional Public Buyer (CPPB)

HOW TO APPLY: All applicants must submit

- A completed State of Georgia application, obtained from the DOAS website: www.doas.ga.gov; resume, and salary history from three (3) most recent positions.
- Applications & resumes should be emailed to: recruiter@doas.ga.gov or faxed to 404-463-3699.
- Please reference the job title or announcement number for which you are applying.
- Please include salary requirements on your resume.

Applications/resumes received without a job title, announcement number or salary history will be considered unsolicited applications and will not be reviewed.

DOAS is an equal opportunity employer